

Cardinal Wiseman Catholic School

Part of The Romero Catholic Academy

PERSON SPECIFICATION – HIGHER LEVEL TEACHING ASSISTANT

Category	Essential	Desirable
1. Faith Commitment	<ul style="list-style-type: none"> Understanding of the distinctive nature of a faith school. 	<ul style="list-style-type: none"> A practising Catholic.
2. Qualifications	<ul style="list-style-type: none"> 4 GCSE'S or equivalent Grade A-C or equivalent to include English & Maths. 	<ul style="list-style-type: none"> Attainment of NVQ level 3 qualification or equivalent, for example, A-Levels Educated to degree level or equivalent, or substantial relevant experience that demonstrates a high order of literacy, numeracy and analytical skills.
3. Experience	<ul style="list-style-type: none"> Working within a school environment. Teaching whole classes or groups of students. Working successfully and cooperating as a member of a team. 	<ul style="list-style-type: none"> Experience of using SIMS to include inputting student data and manipulating reports. Experience of working around children/young persons, preferably in a school setting. A clear understanding of developments in post-16 education
4. Knowledge	<ul style="list-style-type: none"> Of the requirements of the national literacy and numeracy strategies. Knowledge and understanding of the National Curriculum including the literacy and numeracy strategies. Understanding of the behaviour management strategies. 	<ul style="list-style-type: none"> Understanding of statutory requirements concerning safeguarding, including Child Protection, Equal Opportunities and Health and Safety.
5. Training & Development	<ul style="list-style-type: none"> Willing to undertake training to fulfil the needs of the role and support the school and academy. Willing to undertake first aid training. 	<ul style="list-style-type: none"> Evidence of recent relevant training.
6. Personal Qualities & Abilities	<ul style="list-style-type: none"> In sympathy with the Catholic ethos of the school, including a commitment to co-operation and helpfulness and a concern for the well-being of others Excellent Timekeeping. 	

Executive Principal: Mr Anthony Quinn

Head: Mr Thomas Leverage



Specialist Schools
and Academies Trust
EXCELLENCE AND DIVERSITY



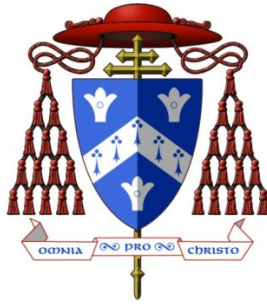
INVESTOR IN PEOPLE



International
School Award
2010-2013



Quality
Standard
Distinguished
National Education & Skills



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	<ul style="list-style-type: none"> • Flexible attitude to work to include; <ul style="list-style-type: none"> ○ Working hours ○ Demands and changes in the role ○ Willingness to be involved in the school • Smart professional appearance. • Honesty, integrity and reliability. 	
7. Professional Skills, Qualities & Abilities	<ul style="list-style-type: none"> • Ability to deal with all people (colleagues, parents, students etc) in a polite and courteous manner, showing firmness, when necessary. • Excellent organisation skills. • Ability to prioritise workload and to work to, and to meet, deadlines. • Excellent communication skills in written, verbal and listening. • Ability to work calmly under pressure and also offer the flexibility required with regards to the hours worked during the course of the day. • Exercise initiative. • Ability to supervise students both in and out of the school in line with the school's behaviour policy. • Ability to organise the classroom activities, e.g. preparing and setting out resources. • Ability to deal with sensitive information in a confidential manner. • Ability to provide a good role model to young people. • Ability to work using own initiative and as part of a team. • Ability to work in partnership with all staff, teaching and support at school and within the academy, with resilience and enthusiasm. • Good IT skills. 	<ul style="list-style-type: none"> • Commitment to safeguarding and protecting the welfare of children and young people. • Commitment to Health and Safety • Commitment to Equality and Diversity.

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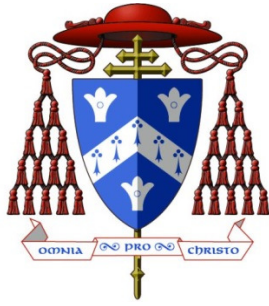
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7. References	<ul style="list-style-type: none">• Positive recommendation in professional references.• Satisfactory health and attendance record.	

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